



Department of Administration  
Purchasing Division

Tom Barrett  
Mayor

Sharon Robinson  
Director of Administration

Rhonda U. Kelsey  
City Purchasing Director

This letter is to advise you that this Invitation to Bid #15612 has a mandatory Small Business Enterprise (SBE) participation requirement in accordance with City of Milwaukee Ordinance Chapter 370. SBE firms certified by the City of Milwaukee's Office of Small Business Development (OSBD) who are submitting a proposal, or proposers who will be partnering with a City of Milwaukee certified SBE firm for this proposal should **READ** the **ENTIRE** OSBD provisions contained in the "Invitation to Bid" **very** carefully.

SBE participation is an element of bid responsiveness. Failure to meet the specified requirements will render the bid unresponsive, and may result in the Purchasing Division recommending award to the next apparent lowest complying bidder.

NOTE: Appeal provision procedures are the same as specification appeal procedures.

Specifications that contain a term, condition or provision regarding SBE participation that prevents you from responding or are restrictive relative to the market and/or the service requirements of the City, can be appealed by filing a written appeal with the City of Milwaukee Purchasing Director at least five (5) working days prior to bid opening. The appeal must state clearly the reason(s) you cannot comply. Effective August 8, 2001, the fee required for a vendor to appeal bid specifications and recommendations of awards pursuant to s.16.05 of the Charter and s.310-19 of the Code shall be 1% of the dollar value of the recommended award. If your appeal is upheld, the fee will be refunded. Your appeal will be scheduled for a hearing before the Purchasing Appeals Board. You will be notified no later than five (5) working days prior to the scheduled hearing of the date, time, place and purpose of the hearing. An addendum will be issued if the situation warrants it. [Ref: 43 of General Instructions, Terms and Conditions of Formal Bids.]

For further information regarding SBE participation, contact the Office of Small Business Development at 414-286-5553 or the appropriate purchasing agent.

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